

ENCLOSURE 2

Compilation of Questions and Responses
for the
California Drug Court-Related Substance Abuse Treatment Request
For Application

(Released on November 14, 1997)

DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS
1700 K STREET
SACRAMENTO, CA 95814-4037
TTY (916) 445-1942
(916) 323-4445



November 14, 1997

TO: COUNTY ALCOHOL AND DRUG PROGRAM ADMINISTRATORS

SUBJECT: CALIFORNIA DRUG COURT-RELATED SUBSTANCE ABUSE
TREATMENT PROGRAM REQUEST FOR APPLICATIONS (RFA)

Enclosed is the Compilation of Questions and Responses for the California Drug Court-Related Substance Abuse Treatment Request for Application (RFA). This document includes the 28 questions submitted by November 10, 1997, and two points of clarification identified within the Department. The questions have been placed in broad groupings by general topics, hence, multiple questions from a single source may be spread throughout the document. Every question, submitted to the Department in writing, has been included and responded to in the document, therefore, some questions may appear to be duplications of other questions. We hope that this information is helpful in your efforts to develop a competitive application.

Please note the RFA has been modified regarding allowable costs and the number of characters per inch. Please read the Department's response to questions #11, #11.a, #25 and #30 and make the appropriate adjustments to the development of your application.

Please remember that applications must be received by the Department by December 1, 1997, before 5:00 p.m. Applications received after the deadline will not be accepted or reviewed.

This is the only and final response the Department will provide for questions related to the RFA.

Sincerely,

MARSHAL D. WILKERSON
Supervisor
Special Projects Section

Enclosure

cc: Wagerman & Associates, Inc.

DRUG COURT-RELATED SUBSTANCE ABUSE TREATMENT
REQUEST FOR APPLICATIONS
COMPILATION OF QUESTIONS AND RESPONSES

APPLICANT'S QUESTION	DEPARTMENTAL RESPONSE
1. Define the term "local dollars".	1. "Local dollars" are defined as those dollars, within the county's budget and control, devoted to the provision of direct services to drug court clients; they may include but are not limited to State general funds allocated to the county, SAPT Block Grant funds (excluding those involved in this Drug Court-Related Substance Abuse Treatment Program) allocated to the county, and local general funds.
2. What is the definition of "local funds" as referred to in RFA <u>Section F. Matching Funds Required</u> ?	2. "Local funds" is synonymous with "local dollars" and is defined as those dollars, within the county's budget and control, devoted to the provision of direct services to drug court clients; they may include but are not limited to State general funds allocated to the county, SAPT Block Grant funds (excluding those involved in this Drug Court-Related Substance Abuse Treatment Program) allocated to the county, and local general funds.
2. a. Does "local funds" include State General Funds allocated to the county by the Department of Alcohol and Drug Programs?	2. a. Yes, "local funds" include State general funds allocated to the county by the Department of Alcohol and Drug Programs.
3. Page 3 of the RFA states, "Scoring preference will be given to those proposals showing a contribution of actual local funds." What is the definition of "actual local funds"?	3. "Actual local funds" are dollars which can be identified and tracked specifically to the provision of direct services for drug court clients; these funds do not include dollars which are utilized to support administrative costs or nontreatment-related drug court costs.
3. a. Are actual local funds new funds only versus existing or redirected funds?	3. a. "Actual local funds" may be either new funds, existing funds, or redirected funds expended on the provision of direct services for drug court clients.
3. b. Can actual local funds be only County funds, or may NNA dollars be counted?	3. b. "Actual local funds" may be either County funds or NNA dollars.
4. Re. The hard match: Since the grant funds are Federal SAPT can we use our State General Funds to provide the hard match?	4. Yes, State general funds allocated to the county may be used for the actual dedicated local dollars match.

DRUG COURT-RELATED SUBSTANCE ABUSE TREATMENT
REQUEST FOR APPLICATIONS
COMPILATION OF QUESTIONS AND RESPONSES

APPLICANT'S QUESTION	DEPARTMENTAL RESPONSE
<p>5. We received a California Drug Court Project Mini-Grant for this project which includes \$40,000. May we use all or a portion of this \$40,000 in services and staff as the in-kind match for the \$160,000 request for the first twelve months of this three year project?</p>	<p>5. Yes, an applicant may use all or a portion of a California Drug Court Project Mini-Grant as an in-kind match for the first twelve months of this three year project. The applicant may only use current funding; an applicant may not use anticipated future awards.</p>
<p>6. Regarding the matching funds requirement: in the RFA revenues from client fees appears to be prohibited (Page 3, Section F). The current cost report for the "X" Drug Court shows that \$32,000 in client fines was collected in FY 1996-97. The "X" Drug Court has a record of collecting 100% of the fines (\$10.00 per week) from those clients who graduate from the program. May we use client fines as a source of matching funds?</p>	<p>6. Applicants may not use client fines as a source of matching funds.</p>
<p>7. For newly developed drug courts, can alcohol and drug treatment resources that are being redirected from treatment for non-drug court clients to the newly-created drug court be considered new services for the purposes of the RFA? For the purpose of answering this question, please note that no supplantation of local funds by Drug Court grant funds will occur.</p>	<p>7. Yes, alcohol and drug treatment resources may be redirected from treatment for non-drug court clients to the newly-created drug court and be considered new services for the purposes of the RFA.</p>
<p>8. In "X" County, we currently have a drug court and drug treatment program which is operating on federal grant funds. These funds will run out at the end of June 1998. Therefore, if we are unable to secure additional funding, we are looking at completely closing down our drug court and treatment programs. We would like to apply for your grant. In the RFA it states that the funds are to develop or expand a current program. We need to know if we would fall under the category of "expansion" even though we would maintain the services we are currently performing. We do not consider this supplanting since we will NOT have any funding as of 7/1/98.</p>	<p>8. The Drug Court-Related Substance Abuse Treatment (DC-RSAT) Program is intended to <i>provide additional substance abuse treatment in support of local drug courts</i>, it is not intended as a funding source for local drug courts. A county with an existing drug court may apply as an expansion program to support the local drug court with additional substance abuse treatment services. The Department expects that a county with an existing drug court applying for an expansion program will maintain its drug court and related substance abuse treatment service through out the program period.</p>

DRUG COURT-RELATED SUBSTANCE ABUSE TREATMENT
REQUEST FOR APPLICATIONS
COMPILATION OF QUESTIONS AND RESPONSES

APPLICANT'S QUESTION	DEPARTMENTAL RESPONSE
8. a. However, we understand that your funds become effective 1/1/98 which leaves us with a 6 month period where we still have funding for the drug treatment program.	8. a. Within its application, the County would be expected to demonstrate how it was going to maintain its existing drug court and original level of related substance abuse services, allowing the DC-RSAT Funds to "expand" the substance abuse treatment available to support the drug court.
8. b. It was suggested that we add an enhancement component to our current program and apply for funding through your agency for that. However, that would be an effort in futility when our current drug treatment program (the foundation of our program) runs out of funds.	8. b. With local commitment to continue the drug court and its existing level of substance abuse treatment, a viable application for an expansion program could be developed.
8. c. Please inform us if we are able to proceed with an application to enable our current drug court to continue operating. It appears that we should be eligible to apply since without the proper funding, the drug court/treatment program will most likely collapse, and therefore, we would be forced next year to apply for an implementation grant of some kind to re-start the program (this seems ludicrous).	8. c. The DC-RSAT Program is intended to <i>provide additional substance abuse treatment in support of local drug courts</i> , it is not intended as a funding source for local drug courts. Without an existing drug court or the willingness to create, and fund, a new drug court a county is not eligible to apply for these funds.
9. Please provide definition for <u>D. Allowable Costs, Public health related services</u> . For the purposes of this RFA, what are allowable "public health related services"?	9. "Public health related services" is defined as Tuberculosis, HIV and Hepatitis C screening and testing.
9. a. Do they include any and all public health services provided by county health departments, for example: dental services and Hepatitis C screening?	9. a. "Public health related services" include Tuberculosis, HIV, and Hepatitis C screening and testing, but <u>not</u> dental services.
10. The list of allowable costs on page 2 includes drug court case manager(s). How is this defined, and	10. A "drug court case manager(s)" is an individual with the necessary experience and/or education to have an expertise in Case Management, Substance Abuse Treatment, and Criminal Justice populations. "Drug court case manager(s)" duties include but are not limited to, continually monitoring drug court clients, assessing their needs and progress while arranging for the provision of any services needed by the client.

<p>DRUG COURT-RELATED SUBSTANCE ABUSE TREATMENT REQUEST FOR APPLICATIONS</p> <p>COMPILATION OF QUESTIONS AND RESPONSES</p>	
APPLICANT'S QUESTION	DEPARTMENTAL RESPONSE
10. a. does it include probation officers in a case management role?	10. a. Yes, an application may include probation officers in a case management role. However, their drug court-related case management activities for drug court clients must be differentiated and clearly separated from their normal duties and activities as a probation officer.
10. b. If not, does it include case manager staff from the Health Department? Our drug court wants to explore the use of staff to work closely with clients in the role of case managers.	10. b. Yes, an application may include case manager staff from the Health Department. However, their drug court-related case management activities for drug court clients must be differentiated and clearly separated from their normal duties and activities within the Health Department.
11. Housing stipends are also listed as allowable costs. Does this include Sober Living Environments? We use such facilities as part of a continuum of care following residential treatment and in conjunction with outpatient counseling, and it is an essential part of our treatment continuum that is not otherwise available.	11. No. Subsequent to the release of the RFA, it has been determined that Pursuant to Title 42, of the United States Code, Section 300x-31 "Housing Stipends" may not be financed using SAPT Block Grant funds. Therefore, "housing stipends" are withdrawn from the allowable costs.
11. a. Can such stipends help defray the cost of existing SLE facilities, where there is no ability to serve clients who cannot pay? The need is to subsidize the first month of those facilities while the client seeks employment.	11 a. Funds from this program may not be used to provide individual drug court clients with assistance in obtaining or maintaining housing.
12. What is the start date of the grant?	12. The DC-RSAT Program will begin subsequent to notification of award and amendment of the awarded county's NNA or Combined Contract.
12. a. When will the money become available?	12. a. The DC-RSAT Program funds will become available subsequent to notification of award and amendment of the awarded county's NNA or Combined Contract.
13. When do you expect awards to be made and	13. It is anticipated, that the DC-RSAT Program Applicants will be notified on December 19, 1997, of the Department's findings regarding their proposal, and after the identified appeal period, the awards will be final on or about January 6, 1998.

DRUG COURT-RELATED SUBSTANCE ABUSE TREATMENT
REQUEST FOR APPLICATIONS
COMPILATION OF QUESTIONS AND RESPONSES

APPLICANT'S QUESTION	DEPARTMENTAL RESPONSE
13. a. funding to be allocated to programs?	13. a. The DC-RSAT Program funding is an award, not an allocation, of funds. These funds will become available subsequent to notification of award and amendment of the awarded county's NNA or Combined Contract.
14. In-kind contribution: Is the 25% per year?	14. The local match is 25 percent of each and every 12-month budget within an application.
14. a. If it is per year, can the amount vary per year but total the amount needed for 3 years?	14. a. No, the local match is a constant amount of 25 percent of each and every 12-month budget within an application. Please note that DC-RSAT Program budget years are not tied to either local, State, or Federal fiscal years. The DC-RSAT Program will begin subsequent to notification of award and amendment of the awarded county's NNA or Combined Contract.
15. Can the component of reporting and evaluating be a funded administrative cost of the grant or should it be an in-kind contribution?	15. The component of reporting and evaluating should be an in-kind contribution.
16. Please elaborate on the expectations for being involved with the statewide evaluation. How extensive should we expect the data set to be?	16. The Department is in the midst of developing the statewide evaluation design. It is the Department's intent to meet the legislative and administrative needs for a statewide evaluation while minimizing any additional burden on the counties. In current discussions, the Department is considering the use of CADDs, cost reports, and quarterly reports as informational sources for the evaluation database.
16. a. Will specific software be needed to report the findings?	16. a. The Department is not currently considering the requirement of specific software to report findings.
16. b. Should we consider "status narratives" to be as extensive as a process evaluation?	16. b. The "status narratives" are related to the Quarterly Report format. Though they may provide information which will be developed into a statewide process evaluation, it is not intended that the "status narratives" themselves be as extensive as a standard process evaluation
16. c. Will there be statewide meetings that our evaluator will be expected to attend? d. If so, how many?	16. c. The Department is not currently planning special statewide meeting for drug court evaluators. d. None

<p>DRUG COURT-RELATED SUBSTANCE ABUSE TREATMENT REQUEST FOR APPLICATIONS</p> <p>COMPILATION OF QUESTIONS AND RESPONSES</p>	
APPLICANT'S QUESTION	DEPARTMENTAL RESPONSE
17. Can these funds be used to expand our existing local outcomes evaluation?	17. Though the RFA requires a discussion of current plans or efforts to evaluate local drug courts, the RFA does not require a local evaluation. The DC-RSAT Program is intended to <i>provide additional substance abuse treatment in support of local drug courts</i> , it is not intended as a funding source for local drug court evaluation efforts.
18. Has an acceptable percentage of budget for evaluation been established?	18. No, there is no identified percentage of budget for evaluation. Program funds are intended to support substance abuse treatment-related activities for drug court clients and are not intended to support drug court-related administrative costs. Each awardee will be required to assist with the statewide evaluation being planned by the Department; we anticipate these efforts to generally fall under the counties' administrative activities of data collection and reporting. Counties may present these administrative activities as an in-kind match.
19. Re. The operational agreement(s) among participating agencies, we have just put into place a formalized MOU with the courts, judges, the District Attorney, the Public Defender, Probation, etc. It spells out all of the elements the grant application requires. Will this suffice?	19. Yes, a formalized MOU with the courts, judges, the District Attorney, the Public Defender, Probation, etc. that spells out all of the elements the RFA requires is acceptable as the operational agreement(s).
20. Looking strictly at the instructions, format, and the evaluation sheet, I see no requirement for letters of support.	20. The RFA does not contain a requirement for letters of support.
20. a. Do you want letters of support, or will the operational agreement/MOU suffice?	20. a. The Department is evaluating the local commitment and collaboration specified in the operational agreement(s), therefore, letters of support are neither desired nor allowed.
20. b. If you do want letters of support, where should they be located in the body of the package?	20. b. Letters of support should not be included in RFA applications.
20. c. Will they count toward the score?	20. c. Letters of support will not count toward an application's score and are not permissible within an application.
21. Do the "Special Requirements and Assurance" take the place of "letters of support"?	21. No, the "Special Requirements and Assurances" are unrelated to "letters of support". The RFA does not require or allow "letters of support".

DRUG COURT-RELATED SUBSTANCE ABUSE TREATMENT
REQUEST FOR APPLICATIONS
COMPILATION OF QUESTIONS AND RESPONSES

APPLICANT'S QUESTION	DEPARTMENTAL RESPONSE
21. a. If not, where should we place letters of support?	21. a. Letters of support should not be included in RFA applications.
22. I see no instructions regarding appendices.	22. In the development of the RFA the term "attachments" was perceived as synonymous with the term "appendices". Therefore, the language relating to "attachments" can be directly applied to appendices. An application is to consist of the documents entitled <i>Attachment A: Application for DC-RSAT Funding</i> , <i>Attachment B: Operational Agreement</i> , and <i>Attachment C: County List By Categories</i> . Applications may not be expanded through the use of additional attachments and/or appendices. Applications which exceed space/page limits through extra pages, attachments and/or appendices will be disqualified during the technical review.
23. The application sheets include such words as, "Using this page only . . ." Does this mean that if we reproduce the sheets, we should replicate them exactly as they appear, with the text and heading as is, County I.D. and page number?	23. The Application for DC-RSAT Funding has been developed to be photocopied and then either typed or printed upon. The heading should remain consistent through out the application.
24. Is it possible for you to make the entire application available on your web site in a format that would allow us to download the application so that we could add text to it? In its current format -- it can be downloaded as a read or print file but it is not possible to actually enter the requested information on the computer -- instead of on a typewriter.	24. The Application for Drug Court-Related Substance Abuse Treatment Funding has been developed to be photocopied and then either typed or printed upon. The Department has intentionally not made the application package available for computers. The space limitations within the application are stringent and Department intends to avoid modification of the application itself as a mechanism of increasing available space.

DRUG COURT-RELATED SUBSTANCE ABUSE TREATMENT
REQUEST FOR APPLICATIONS
COMPILATION OF QUESTIONS AND RESPONSES

APPLICANT'S QUESTION

25. On page 3 section J. A typesetting limitation of no more than 12 characters per inch is mentioned.
Are Courier New 10 and Courier New 12 both acceptable?

DEPARTMENTAL RESPONSE

25. When the standard of 12 characters per inch was set, there was a misunderstanding of the actual size of text required. Since the release of the RFA, we have determined that applicants will either have to use a non-scalable font (Courier 10 point) or use an excessively large font (Times New Roman 14 point) to have relative security that their proposal will meet the 12 characters per inch requirements. Therefore, we are modifying our RFA requirements.

The new requirement is that typeset will be within a range of 11 to 15 characters per inch and that each applicant must insert, using the same typeset as that used within the application, the following phrase:

Typeset Measurement: Alcohol and Other Drugs

on page 13 of the application two lines below the paragraph ending with "... application (i.e. courier breakdown, traffic, canceled flights, etc.)" The Department will measure "*Alcohol and Other Drugs*" to determine the number of characters per inch .

Though applicants are responsible to verify compliance with the typeset requirement, we recommend trying either Arial 11 point, Courier 10 point, Times New Roman 12 point, or Universal 11 point. Applications which exceed 15 characters per inch, as measured in the typeset measurement phrase, will be disqualified during the technical review.

It was and still is our intent to provide our Review Committee with "readable" proposals while guaranteeing a reasonable level of equity regarding how much information applicants are able to provide within our space/page limits. However, it is not our intent to substantially handicap any county in their attempts to comprehensively respond to the RFA.

DRUG COURT-RELATED SUBSTANCE ABUSE TREATMENT
REQUEST FOR APPLICATIONS
COMPILATION OF QUESTIONS AND RESPONSES

APPLICANT'S QUESTION	DEPARTMENTAL RESPONSE
<p>26. Are we suppose to use the provided forms in the RFA for the program narrative, or are these just samples? It seems that there is very little room given the page limitations, and using the provided forms with the instructions cuts that room down even further.</p>	<p>26. Applicants are to use the provided application package, with the exception of the "Operational Agreement(s)" which has explicit instructions regarding the replacement of the sample page. The package has been developed to be photocopied and then either typed or printed upon. The space limitations within the application are stringent, however, applicants should have enough space to provide the requested information.</p>
<p>26. a. Can we generate our proposal directly on the computer, provided we do not exceed page limits, margins, font size, etc?</p>	<p>26. a. Yes, an applicant may generate their proposal directly on a computer and then using appropriate margins print their text upon the application pages. An applicant may not "re-create" the Department's application on a computer; it is unreasonable to expect an applicant to be able to replicate the Department's application exactly without modifying the space available for text.</p>
<p>27. Can we use graphics to illustrate our program?</p>	<p>27. Yes, an applicant may utilize graphics within its application.</p>
<p>27. a. And if so, does this count as part of our page limits?</p>	<p>27. a. Yes, graphics must be placed within the space available for response to the related section.</p>
<p>28. The RFA indicates that the answers will be sent on or before 11/14. Because of the time for mail to be delivered and the short time line for preparation of applications, can you send your responses by fax?</p>	<p>28. The Department will transmit the Compilation of Questions and Responses to the Alcohol and Drug Program Administrators via facsimile and U.S. mail. The Department will also post the compilation of questions and answers on its website.</p>
<p>29. Within the Department, we have become aware that the issue of SAPT Block Grant set-asides may lead to confusion during the development of proposal budgets.</p>	<p>29. The dollars associated with this program do not require any set-asides. The legislature has required that these dollars be expended upon additional substance abuse treatment for drug court clients.</p>
<p>30. Within the Department, we have become aware that several of the items listed on page 2 under "D. Allowable Costs" are not allowable within SAPT Block Grant requirements.</p>	<p>30. Pursuant to Title 42, of the United States Code, Section 300x-31 "Clothing Stipends" and "Housing Stipends" may not be financed using SAPT Block Grant funds. Therefore, these items are withdrawn from the list of allowable costs.</p>